

CITY OF ATLANTA

DEPARTMENT OF PROCUREMENT

BIDDERS LIST APPLICATION

PLEASE READ THE BELOW INFORMATION AND INSTRUCTIONS CAREFULLY

- A. **Your application must be typed. It can also be completed online. If your application is not typed, it will be rejected.**
- B. All signatures must be handwritten in black or blue ink.
- C. It is the bidder's responsibility to notify the City in writing of changes in the business name. Failure to do so, may result in bidder not receiving invitations to bid. Change in item selections can be made by completing a "Bidder List Application Update" package.
- D. The approval of your application does not imply approval or acceptance of the quality level of products or services you supply. Acceptance is contingent upon your compliance with bid specifications.
- E. Any vendor who fails to provide complete and accurate information on this application is subject to disqualification as a bidder. Vendors are subject to removal from the bidders list for poor performance or for not responding to three consecutive invitations to bid. The return of a "no-bid" response is an acceptable means to indicate interest in remaining on the list.
- F. All in-state entities conducting business with the City of Atlanta must hold a current business license in a city or county in the State of Georgia. A Certificate of Authority issued by the Secretary of State's Office is necessary for all business corporations which desire to transact business in the State of Georgia. Additionally, all out-of-state entities that are awarded a bid are subject to City of Atlanta business and occupation taxes. To obtain a City of Atlanta Business License, please contact the City of Atlanta, Business Tax Division at (404) 330-6270.

1. COMPANY NAME		2. TEL. NO. () FAX NO. ()	
3. ADDRESS WHERE BID INVITATIONS ARE TO BE MAILED		4. REMIT TO ADDRESS (IF DIFFERENT)	
5. PREVIOUS FIRM NAME (IF APPLICABLE)		6. PREVIOUS ADDRESS (IF APPLICABLE)	
7. HAVE YOU OR ANYONE ASSOCIATED WITH YOUR COMPANY, EVER BEEN ON THE CITY OF ATLANTA'S BIDDERS LIST? _____ YES _____ NO IF YES, NAME OF COMPANY: _____			
8. PRINCIPAL LINE OF BUSINESS (PLEASE DESCRIBE) _____			
9. BUSINESS LICENSE NUMBER (CITY OR COUNTY IN GEORGIA) (COMPLETE LINE 11 OR 12)		10. NAME OF CITY OR COUNTY IN GEORGIA WHERE LICENSE FILED	
11. EIN/FEDERAL TAX ID NUMBER (COMPANY)		12. (A) SOCIAL SECURITY NUMBER (INDIVIDUAL): _____ - _____ - _____ (B) NAME OF PERSON ASSIGNED ABOVE NUMBER: _____	
13. (A) NAME OF OWNERS OR PARTNERS (SPECIFY) _____		(B) NAME OF PRESIDENT, CEO OR OTHER (SPECIFY) _____	
(C) NAME OF VICE PRESIDENT OR OTHER (SPECIFY) _____		(D) NAME OF OFFICIAL REPRESENTATIVE OR LOCAL AGENT _____	

(OVER)

14. IS THERE ANY LITIGATION PENDING AGAINST YOUR COMPANY THAT MAY AFFECT YOUR ABILITY TO PROVIDE GOODS OR SERVICES TO THE CITY OF ATLANTA?

_____ NO _____ YES

IF "YES," ENCLOSE A STATEMENT BY YOUR ATTORNEY OF RECORD SETTING FORTH THE CASE NUMBER(S), POSSIBLE EXTENT OF LIABILITY AND STATUS OF LITIGATION.

15. USING A NO. 2 PENCIL OR PEN WITH BLACK OR BLUE INK, FILL IN THE APPROPRIATE BUBBLE(S) ON THE ENCLOSED 7-DIGIT ITEM NUMBER CODES LIST **(DO NOT FOLD)**.

16. I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE ABOVE INFORMATION IS A FULL, TRUE AND CORRECT STATEMENT OF THE FACTS.

SIGNATURE OF PERSON AUTHORIZED
TO SIGN THIS APPLICATION

TITLE

DATE

TYPE NAME OF AUTHORIZED PERSON

PLEASE RETURN THIS APPLICATION TO:

CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE SW
CITY HALL – SOUTH, SUITE 1790
ATLANTA, GA 30303
(404) 330-6204